

# PHILIP MORRIS USA

## RECORDS RETENTION SCHEDULE

Research and Development

ISSUED February

1993

RECORD CATEGORY CODE	RECORD CATEGORY	RETENTION PERIOD			OFFICIAL FILE LOCATION
		IN DEPT.	IN STORAGE	TOTAL	
A0560	Accident/Incident Reports	C+1		C+1	HR/MFG
A0570	Accruals, Year End	C+1		C+1	FIN
A0150	Administrative	C+2		C+2	
A0350	Applications/Resumes	C+1		C+1	ER
A0580	Asset Disposals	ACT		ACT	FIN/AUDIT
A0470	Associations & Memberships	C+2		C+2	
A0630	Attendance Reports	C+2		C+2	FIN/
					PAYROLL
A0502	Audit Report	C+7		C+7	FIN/AUDIT
C0010	Calendars/Diaries/Daytimers	C+1		C+1	
C0020	Campaigns/Programs/Special	C+2		C+2	
	Events/Awards				
REVISED DATE		DEPARTMENT CODE		SHEET 1 of 6	

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AUTHORIZATION:

Department Head:

Responsible Records  
 Management Group:

Legal Counsel:

(Retention in years unless otherwise noted)

Date: 2/8/93

Date: Feb 8, 1993

Date: 2/22/93

PM3000421361

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		IN DEPT.	IN STORAGE	TOTAL	
C0070	Capital Forecasts/Capital	C+3		C+3	FIN
	Expenditures				
C1030	Chemical Waste Manifest	C+5		C+5	ER/E&EP
C1020	Cigarette Distribution	C+5		C+5	
	(Factory Smokes)				
C0550	Conferences & Seminars	C+3		C+3	
C0650	Contracts & Agreements -	ACT+6		ACT+6	
	Official Copies				
C0651	Contracts & Agreements -	ACT		ACT	
	Unofficial Copies				
C0770	Correspondence	C+2		C+2	
E0540	Environmental Documents	ACT		ACT	ER/E&EP
E0530	EPA Weekly Inspections	C+1		C+1	ENG
REVISED DATE		DEPARTMENT CODE		SHEET 2 of 6	

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E0380	Equipment/Machinery	ACT		ACT	
F0470	Facilities Management	ACT		ACT	
F0480	First Aid Team Records	ACT		ACT	ER
F0230	Five Year Plans	C+3	P	P	
G0150	Government Laws/Regulations/ Agencies	SUP		SUP	
G0220	Grievances	ACT		ACT	ER
I0440	Insurance - Risk Management	ACT		ACT	FIN/RSK
					MGT
I0370	Invoices	C+1		C+1	FIN
J0010	Job Descriptions	SUP		SUP	ER
J0060	Job Orders/650 Appropriations	ACT		ACT	FIN
L0460	Labor Relations	SUP		SUP	ER
REVISED DATE		DEPARTMENT CODE		SHEET 3 of 6	

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Date: 2/26/93

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L0280	Lists/Directories	SUP		SUP	
M0050	Manuals	SUP		SUP	
M0140	Marketing Files	C+3		C+3	
M0340	Minority Affairs	C+3		C+3	
M0390	Monetary Approvals	SUP		SUP	FIN
M0560	MSDS Documents	P		P	
N0110	Negotiation Proceedings	ACT		ACT	ER
N0130	Nuclear Regulatory Files	P		P	
O0070	Organization Charts	SUP		SUP	ER
O0080	Organizational Announcements	C+1		C+1	ER
O0220	OSHA Information	SUP		SUP	ER
P0810	Patent Coordinator	ACT		ACT	LEGAL
P0070	Patents	C+3		C+3	LEGAL
REVISED DATE		DEPARTMENT CODE		SHEET 4 of 6	

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Date: 2/21/93

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P0790	PED Smoking Ballots	M+2		M+2	
P0190	Personnel/Employee Files	ACT		ACT	ER
P0330	Policies & Procedures	SUP		SUP	
P0622	Projects	ACT	P	P	
P0621	Projects - Administrative	ACT		ACT	
P0780	Purchase Orders/Requisitions	C+2		C+2	FIN
R0070	Records Retention Schedules	C+50	P	P	
S0810	Safety Issues	C+5		C+5	
S0360	Software	ACT		ACT	
S0450	Standards/Specifications	SUP		SUP	
S0631	Succession Planning	C+1		C+1	
S0730	Surveys & Studies	C+3		C+3	
T0380	Training & Development	C+2		C+2	ER
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V0120	Vouchers	C+1		C+1	FIN
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